横須賀基地空席広報		広報番号:	NEX-HPT-046-16(R3)(A4)	
		Announcement No.	11221 111 1 010 10(140)(111)	
VACANCY ANNOUNCEMENT		募集締切日:	22 Feb 17	
-Reissue-		Closing Date	1st Cut-off: 11 Jan 17 2nd Cut-off: 1 Feb 17	
- Amendment dated 30 Jan 17-		発行日:		
Changed 'No of Recruitment' (from 1) to 2.		Date of Issue	22 Dec 16	
1.職種名 Job title ( 等級 Grade <u>4</u> /語学等級 LD <u>N/A</u> )	募集人数	4.募集範囲 Area of Consideration		
No. of Recruitment		I. ☑ 現 MLC/IHA 従業員(部隊内) Current MLC/IHA Employee within Activity		
Short Order Cook, #2119			IA 従業員(通勤圏内)	
(ショートオーダクック)	<b>2</b> 名	Current MLC/IHA Em	ployee in commuting distance	
			A従業員(全在日米軍)	
□事務系 □ 技能系 □ 保安系 □ 医療系		IV. ⊠ 外部 Off B	Employee Japan Wide	
Administrative Blue Collar Trade Security Medical  2.部隊 Activity		TV. 🖂 77 HP OII Base Applicant		
Navy Exchange, Yokosuka		* Those who previously applied for VA: NEX-HPT-046-16~(R3)(A) need not to		
Food Services Department				
Main Street USA Food Court		reapply.		
Popeye's		5.雇用の種類 Type of Employment		
<b>料 37 担 元</b>				
勤務場所 Working Place: 横須賀市泊町 Tomari-cho, Yokosuka  3. 勤務時間 Work Schedule (週 30 時間制 hrww)		∏ IHA	$\bowtie$ HPT	
勤務日 Work Days: 5 days/week		Hourly Pay	Rate 時給: 1,030 円	
勤務時間・休憩 Work Hours: 1600-2200				
Recess Period: N/A		□ 常用 Permanent		
_	□ 限定 Limited Term (ヵ月 Months)			
□ 夜勤 Night Shift   ☑ 残業 Overtime   □ 出張 Business Travel				
6.職務内容 Duties	a ta muamana C	a also abiotson fich s	ide ander items and other	
Prepares, cooks and serves items of food which require only a short time to prepare. Cooks chicken, fish, side order items and other quickly prepared foods and serves to counter attendants or to customers over the counter. May serve roasters, stews, soup, sauce, or				
vegetables from a steam table. Operates cash register in accordance with cash control procedures.				
Performs other related or incidental duties as assigned.				
7. 农牧市从《自什名从 O. L.C				
7.資格要件/身体条件 Qualification/Physical Requirements a. Knowledge of customer service concepts and practices.				
b. Ability to cut with the use of knife and cook meat, fish and vegetables.				
c. Ability to operate cash register, count cash and accurately make changes.				
d. Ability to speak, read and write English at elementary proficiency level.				
* Handicapped applicants may be accepted, depending on the degree and kind of disability.				
英語力 English Language Proficiency: □必要なし None 図初級 Basic □中級 Intermediate □上級 Advanced □特段の能力				
Exceptional  学歴 Educational Background:N/A 免許証/修了証 License/Certificate Required:7/8 欄参昭 See blocks 7 & 8				

8.提出するもの Application and Associated Documents			職務状況 Working Condition		
*② 空席応募用紙 Application for Vacancy Announcement *□ 専門職務経歴書 Resume of Specialized Work Experience *の記入は Complete * in □ 日本語で Japanese □ 英語で English ② どちらでも Either ② 家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』 If you have any family/relatives who work at U.S. Navy base/facility in Japan, "Questionnaire on Relatives" □ 運転免許証の写し Copy of Driver's License (A/T limited is acceptable) □ 修了証/証明書の写し Copy of Certificate □ 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) ② 82 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.) ② 日本国籍以外の方は、在留カード及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Residence Card and Passport/Visa Copy			needed.		
9. 応募書類提出先 Office to Submit 内部応募者(現 MLC/IHA 従業員)と外部応募者(非従業員)では、応募書類提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。 Office to submit job application documents is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement.  (注意)上記項目4番の"募集範囲"が現 MLC/IHA 従業員のみの場合、外部応募者(非従業員)からの応募書類は無効となりますのでご注意下さい。 When item #4, "Area of Consideration" above shows "Current MLC/IHA					
employees" only, Off Base Applicants will be rated ineligible.  1. 内部応募者(現 MLC/IHA 従業員)提出先 (米海軍横須賀基地日本人雇用課 (HRO)):         Current MLC/IHA Employees must submit to (Human Resources Office (HRO), Yokosuka Navy Base):					
installed to the wall immediately below the JN Vacancy Announcement Bulletin Board (1st fl.) in the office located on the left side of the main gate to the Yokosuka Navy Base.					
2. 外部応募者(非従業員)提出先:					
10. 事務処理欄 For Official Use					
募集部隊担当 Activity POC: NEX Personnel 軍電 (DSN): 243-5149					
PD No.: NEX-POPE-005-PT	PD is accurate and current. Certific	ed by Activity: kt	HRO: (revd: 2/3) js 2/3 jo 2/3 (4/20) js 4/21 (7/8) js 7/8 11/22 kt 12/21 kt (12/27) kt 1/4 kt 1/5 kt (revd: 1/26) kt		

## \*\*時給制臨時雇用従業員 (HPT) 雇用について\*\*

## \*\*HPT-Hourly Pay Temporary (HPT) Employment\*\*

契約期間:1年を越えない期間(その後更新される事もある)

Duration of Employment: Not to exceed 1 year. (Subsequent appointment after a break in service may be effected.) 交通費支給。Commutation allowance will be paid.

勤務時間が週20時間以上の場合は雇用保険・健康保険・厚生年金の加入が義務づけられています。 Employees whose weekly work hours are 20 hours or more must be covered by Employment Insurance, Health Insurance and Pension Plan. 勤務場所・勤務時間・休日などは、業務の都合で変更になる可能性があります。

Work place, hour, and rest day may be changed due to operational requirements.

## PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450,9397; 及び日本法・個人情報の保護に関する法律(平成15年法律第五十七号)

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的:人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記:記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes. 利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

Format Rev: 5-30-14